



HRSICNOTE 1000
10 June 2003

CANCELLED:
10 June 2004

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-9 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

-
- 1. Purpose** This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
-
- 2. Action** Addressees shall enter page changes as indicated in the Procedure section of this Notice. The need to promulgate the information contained in this change in a timely manner precludes utilization of traditional, paper-based, distribution methods.
-
- 3. Directives Affected** None
-
- 4. Summary** This change adds Chapter 11, Reserve Mobilization. This chapter provides pay and personnel procedures for reserve mobilization and demobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization and demobilization.
-

Continued on next page

DISTRIBUTION - SDL No. 141 (Note: This notice distributed electronically only)

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	2	3		3	2	2	2	1	1		2	2	2	2	2	2	1	2		3	1				
B		6	10	1	8	5				3	3				3	1			3	3	3	1		1	3	1
C	3	3		2	2	2	1		1		10	2	1	3*			2	2		1		2	1	1	1	1
D		2	3	4		1	0	2	1		1	1	1	0		1	1	0	2	1		1	1	2	1	1
E	1	*		1				1	1		1	1		1	1			1								
F				1			1		1																	
G			1																							
H																										

*NON-STANDARD DISTRIBUTION: See page 2

5. Procedure Remove and insert the following pages.

Remove	Insert
Table Of Contents, Pages vii and viii	Table Of Contents, Pages vii and viii
N/A	Chapter 11, Pages 11-1 thru 11-51

6. Comments and Recommendations Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hrric.uscg.mil” or by returning the comment form on Enclosure (11) of the manual.

/s/

M. P. SULLIVAN
Acting

Nonstandard distribution: E:b (PERSRUs), C:n

Location	Copies
Activities New York	16
Activities Baltimore	10
Air Station Cape Cod PERSRU	08
Air Station Sacramento PERSRU	04
Air Station San Diego PERSRU	09
ATC Mobile PERSRU	07
Base Galveston PERSRU	07
Group Astoria PERSRU	09
Group Charleston PERSRU	08
Group Corpus Christi PERSRU	06
Group Fort Macon PERSRU	06
Group Grand Haven	03
Group Humboldt Bay PERSRU	04
Group Key West PERSRU	09
Group Milwaukee PERSRU	06
Group Mobile PERSRU	05
Group North Bend PERSRU	07
Group Port Angeles PERSRU	04
Group Portland PERSRU	05
Group San Francisco PERSRU	06
Group Southwest Harbor PERSRU	03
Group St. Petersburg PERSRU	08
Group Woods Hole PERSRU	07
ISC Boston	05
ISC Miami	05
ISC New Orleans	02
ISC St. Louis	03
ISC Cleveland	05
ISC Seattle	06
ISC Honolulu	05
ISC Ketchikan	05
ISC Ketchikan (Juneau-Det)	05
GANTSEC PERSRU	08
MARSEC PERSRU	04
MSO Houston/Galveston PERSRU	07
Support Center E. City PERSRU	06
TISCOM Alexandria PERSRU	10

TRACEN Cape May	12
TRACEN Petaluma	45
RESTRACEN Yorktown	20
Academy (Cadet PERSRU)	02
Academy (Perm Party PERSRU)	08
HQ SUPRT CMD	09
ISC Kodiak	10
ISC Alameda	10
NOAA Units	03
COMDT (G-WPM-2).	04

Chapter	Page
9. In-Service Debt Collection	
A. Collections	
Collection of PMIS/JUMPS Overpayments	9-A-2
Collection of Other Debts	9-A-4
B. Remissions and Waivers	
Remissions	9-B-2
Waivers	9-B-3
10. Performance and Discipline	
A. Performance	
Administrative Remarks (CG-3307)	10-A-2
Reporting Medals and Awards	10-A-3
How to Complete Enlisted Employee Review Worksheet for Units Without Access to CGHRMS	10-A-4
Administrative Review of the Enlisted Employee Review Worksheet	10-A-9
B. Discipline	
Nonjudicial Punishment (NJP) Checklist	10-B-2
Courts-Martial Checklist	10-B-3
Unauthorized Absence	10-B-4
Desertion	10-B-7
Reporting Return of Absentee or Deserter	10-B-10
Reporting Civil Arrest or Conviction	10-B-13
11 Reserve Mobilization	
The Mobilization Process	11-2
Types of Mobilization	11-4
Mobilization Orders	11-5
Pay Entitlements When Mobilized	11-7
Travel Entitlements When Mobilized	11-16
Other Entitlements When Mobilized	11-20
Mobilization Checklist	11-22
PERSRU Mobilization Procedures	11-25
Recall of Retired Members	11-29
Travel Claims During Mobilization Status	11-33
Monthly Verification Procedures	11-44
Extension of Mobilization Orders	11-45
The Demobilization Process	11-46
Demobilization Checklist	11-48
Medical Readiness	11-49
PERSRU Demobilization Procedures	11-50

Continued on Next Page

Enclosures and Appendices

Enclosure (1) -	Forms and Worksheets
Enclosure (2) -	Standard Abbreviations for Transfer of Personnel
Enclosure (3) -	Special Instructions for Block 12 of the CG-4251 (TDY Travel Order)
Enclosure (4) -	Standard Separation Letters
Enclosure (5) -	Personnel Data Information File (PDIF)
Enclosure (6) -	Administrative Remarks Entries
Enclosure (7) -	Casualty Reporting Examples
Enclosure (8) -	Vacant
Enclosure (9) -	State & U.S. Possession/Foreign Country Abbreviation Codes
Enclosure (10)-	Vacant
Enclosure (11)-	Comment Form
<hr/>	
Appendix (A) -	Vacant
Appendix (B) -	DODINST 10000.13 (series), Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, Instructions for the DD-1172 (Application for Uniformed Services ID Card)
Appendix (C) -	Computation of Service
Appendix (D) -	Reserved for COMDTINST M1080.10 (series) Military Personnel Data Records (PDR) System (distributed by COMDT (G-WR-3)
Appendix (E) -	Vacant
Appendix (F) -	You and Your LES

Chapter Overview

Introduction	This chapter provides pay and personnel procedures for reserve mobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization.
---------------------	--

Use of This Chapter for Mobilization Planning	The process for mobilizing reservists will be exceptionally smoother if units use this chapter as a guide in training members on mobilization entitlements, and utilize the provided checklists for ensuring necessary paperwork has been completed to make a member medically and legally ready for mobilization.
--	--

In This Chapter	The following topics are covered in this chapter.
------------------------	---

Topic	See Page
The Mobilization Process	11-2
Types of Mobilization	11-4
Mobilization Orders	11-5
Pay Entitlements When Mobilized	11-7
Travel Entitlements When Mobilized	11-16
Other Entitlements When Mobilized	11-20
Mobilization Checklist	11-22
PERSRU Mobilization Procedures	11-25
Recall of Retired Members	11-29
Travel Claims During Mobilization Status	11-33
Monthly Verification Procedures	11-44
Extension of Mobilization Orders	11-45
The Demobilization Process	11-46
Demobilization Checklist	11-48
Medical Readiness	11-49
PERSRU Demobilization Procedures	11-50

The Mobilization Process

Introduction The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Process This table provides an overview of the mobilization process.

Stage	Who does it	What Happens
1	Headquarters	Authorizes mobilization of reservists via ALCOAST.
2	Units Needing Mobilization Resources	Coordinate mobilization needs with ISC (pf) and operational commanders. Providing clear information on berthing and messing facilities at the Mobilization Site.
3	ISC (pf)	Receives direction from operational command (district or area commander) to supply mobilization resources. Coordinates with units to identify reservists to meet mobilization needs. Issues accounting data for pay, allowances, per diem, and travel; AND provides information on Berthing and Messing at Mobilization Site to PERSRU/Field for order preparation.
4	Member's Regularly Assigned Unit	Screens member for mobilization/medical fitness. Ensures member has enough obligated service. Ensures member has up to date vaccinations and physicals. Assists member in making travel arrangements to mobilization site. Sends letter to member's employer notifying of the recall status. Mails member's medical record to the mobilization unit.
5	Member's Regularly Assigned PERSRU	Prepares mobilization orders. Coordinates any service obligation paperwork. Coordinates processing of travel advance requests. Forwards PERSRU PDR to the PERSRU that will be servicing the member at the mobilization site.
6	Member	Reports for mobilization duty. Completes check-in paperwork. Prepares travel claim. Verifies SGLI for self and spouse. Updates mailing/e-mail address and direct deposit information in Direct Access (if applicable)[if access to the CG intranet is unavailable, requests that PERSRU input mailing address / direct deposit information].
7	Mobilization Unit	Reports reservist aboard. Ensures reservist and dependent/s are issued ID card/s.
8	PERSRU For Mobilization Unit	Prepares SDA-II and Direct Access transactions to record the mobilization status and duration.
9	HRSIC (TVL)	Processes requests for travel advances.

Continued on next page

The Mobilization Process, Continued

Process (cont'd)

Stage	Who does it	What Happens
10	PERSRU / HRSIC	Maintains reservist pay and leave accounts during mobilization.
11	Member	Submits periodic travel claims (normally monthly) if entitled to per diem while in mobilization status.
12	HRSIC (TVL)	Processes travel claims.
13	Mobilization Unit & ISC (pf)	Coordinate demobilization in advance with member and PERSRU.
14	Mobilization Unit	Ensure member is physically qualified for demobilization. Notifies PERSRU of any uncollected CG Mutual Assistance loan(s) that need to be collected from member's final active duty pay.
15	Member	Notifies PERSRU of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist) via a Career Intentions Worksheet.
16	PERSRU For Mobilization Unit	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist). Prepares Certificate of Release or Discharge From Active Duty (DD-214) and mails to Mobilization Unit for delivery to member. Verifies member's Personnel Data Information File (PDIF) and inputs any missing competencies earned, awards issued or school completions in Direct Access.
17	Mobilization Unit	Delivers demobilization documents to reservist (DD-214 and instructions for reservist for filing travel claim). Mails member's medical record back to the member's regularly assigned unit.
18	PERSRU For Mobilization Unit	Verifies the member's leave balances. Prepares Direct Access and SDA-II transactions to record the reservist's release from active duty (RELAD). Forwards PERSRU PDR back to the PERSRU for the member's regularly assigned unit.
19	Member	Updates mailing/e-mail address and bank account information in Direct Access, if they are changing [if access to the CG intranet is unavailable, requests that PERSRU input mailing address / direct deposit information]. Submits updated SGLI election forms if SGLI coverage was converted to the maximum level during mobilization, and less than maximum coverage is desired after demobilization.
20	HRSIC (SES)	Processes final active duty payment to reservist. Collects CG Mutual Assistance debts.

Types of Mobilization

Introduction Members of the Reserve Component may be mobilized under several different legislative authorities. The legislative authority used has implications on the members' pay and travel entitlements.

Legislative Authority The legislative authorities under which a member may be mobilized are listed below.

Citation	Enabling Authority	In Response to:	Type & Limitations
14 U.S.C. 712	Secretary of Homeland Defense	Serious natural or manmade disasters, accidents or catastrophes	Involuntary. Not more than 30 days per four-month period or 60 per two year period
10 U.S.C. 12301(a)	Congress	War or National emergency declared by Congress	Involuntary. Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority	Any Event or request for EAD, ADSW, Retired recall, etc.t	Voluntary. Retain only with member consent
10 U.S.C. 12302	President	National Emergency declared by the President	Involuntary. Not more than 24 consecutive months.
10 U.S.C. 12304	President	SELRES Augmentation for any mission deemed necessary by President	Involuntary. Not more than 270 days.

Note: Mobilizations connected with 9/11/2001 have been under the authority of 10 U.S.C. 12302

Mobilization Orders

Introduction	The mobilization orders issued by ISC (pf) drive travel and per diem entitlements. Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.
Use of Government Or Contracted Berthing and Messing	<p>It is Coast Guard policy when Reserve Component (RC) members are mobilized, government/contracted berthing and messing shall be provided to the maximum extent possible.</p> <p>If government/contracted berthing and messing is <u>not available</u>, the orders shall authorize the appropriate Lodging plus Per Diem rate (lodging, meals, and incidental expenses).</p>

Duration and Document Type Of Mobilization Orders		
Citation	Type & Limitations	Document Type Recommended
14 U.S.C. 712	Involuntary. Not more than 30 days per four-month period or 60 per two year period	11 – Standard TDY Orders
10 U.S.C. 12301(a)	Involuntary. Duration of war or national emergency plus six months.	13 – Blanket TDY Orders
10 U.S.C. 12301(d)	Voluntary. Retain only with member consent	13 – Blanket TDY Orders
10 U.S.C. 12302	Involuntary. Not more than 24 consecutive months.	13 – Blanket TDY Orders
10 U.S.C. 12304	Involuntary. Not more than 270 days.	13 – Blanket TDY Orders

Reemployment Rights Notation Required On All Orders	<p><u>All mobilization orders</u> shall contain the following statement:</p> <p>"If you have any questions regarding your employment/reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve), check online at http://www.esqr.org or the CG Legal Fact Sheet about The Soldiers' and Sailors' Civil Relief Act (SSCRA) @ http://www.uscg.mil/legal/la/topics/sscra/about_the_sscra.htm "</p>
--	---

Chapter 11
RESERVE MOBILIZATION

Sample Mobilization Orders

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 11-94)				STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL										
1. SSN		2. NAME (Last Name, First Name, MI)				3. RATE/RANK		4. CURRENT DUTY STATION						
EMPLOYEE ID		SMITH, JOHN D.				YNC/E7		CG HRSIC						
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)								6. TRANSFER AUTHORITY						
444 SE QUINCY ST TOPEKA, KS 66683								COMDT MSG 000000Z MMM 03						
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:														
A G E N C Y	D I S T R I C T	APPN CODE	LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER				ESTIMATED COST	MISC
									TYPE	FY	NUMBER	SUFFIX		
2	P	103	299	10	0	10	70880	117H	71	03		000	1000.00	P/A
2	P	103	299	10	0	10	70880	122R	71	03		001	80.00	FIC
2	P	103	132	30	0	76	70880	2108	14	03		000	1800.00	GTR
2	P	103	132	30	0	76	70880	2108	13	03		000	97.48	TVL
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):														
02 TRAVEL TIME PROCEED TIME LEAVE (INCONUS) LEAVE (OUTCONUS) COMPENSATORY ABSENCE NON CHARGEABLE ABSENCE DATE LINE ADJUSTMENT														
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW: SCHEDULED DEPARTURE DATE:														
UNIT/STATION/PLACE								NATURE OF DUTY			TIME/DATE REPORTING			
53-54700 CG HRSIC TOPEKA, SHAWNEE, KS 66683								MOBILIZATION			0800 MMM DD YYYY			
08-36240 CG GP NEW ORLEANS								TDY MOBILIZATION			0800 MMM DD YYYY			
METAIRIE, JEFFERSON, LA 70005														
WITH POSSIBLE FURTHER TDY LOCATIONS TO BE DESIGNATED														
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:														
<p>ORDERS ISSUED UNDER 10 USC 12302 ARE NORMALLY FOR A MINIMUM OF 12 MONTHS AND A MAXIMUM OF 24 MONTHS. SUCH ORDERS MAY BE EXTENDED, UNDER COMDT AUTHORITY, SO LONG AS THE PERIOD OF ACTIVE DUTY DOES NOT EXCEED MORE THAN 24 CONSECUTIVE MONTHS. DATES OF THIS ORDER ARE MMM DD YYYY TO MMM DD YYYY. ORDERED TO ACTIVE DUTY IN SUPPORT OF CONTINGENCY OPERATION _____.</p> <p>BERTHING AVAIL / NOT AVAIL IAW JFTR; MESSING AVAIL / NOT AVAIL IAW CG PAY MAN (WILL NEED ENDORSEMENT ON AVAILABILITY OF BERTHING AND MESSING AT TDY SITE)</p> <p>AUTH / NOT AUTH BAH W OR W/O DEPN IAW CG PAY MAN & JFTR</p> <p>ADDITIONAL SPECIFIC DUTY: SEA DUTY, DIVING, FLIGHT CREW, PHYSICIAN ASSISTANT</p> <p>AUTH USE OF GOV OR POV (LOCAL MILEAGE AUTHORIZED) OR GTR.</p> <p>MEMBER DOES / DOES NOT HAVE GOVERNMENT CREDIT CARD.</p> <p>AUTH DUAL LODGING WHILE TDY IN NEW ORLEANS, LA FROM MMM DD YYYY TO MMM DD YYYY FOR CITY, COUNTY, STATE AND ZIP CODE</p> <p>ACCOUNTING TO CHANGE EFFECTIVE OCT 1, 2003 UNLESS DEMOBILIZED:</p> <p>2/P/104/299/10/0/10/70880/117H/71/04/#####000 PAY AND ALLOWANCES</p> <p>2/P/104/299/10/0/10/70880/122R/71/04/#####001 FICA</p> <p>2/P/104/132/10/0/10/70880/2108/14/04/#####000 GTR</p> <p>2/P/104/132/10/0/10/70880/2108/13/04/#####000 BLANKET TRAVEL</p> <p>"IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS, YOU CAN CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE), CHECK ON-LINE @ HTTP://WWW.ESGR.ORG OR ON-LINE FOR THE CG LEGAL FACT SHEET ABOUT THE SOLDIERS' AND SAILORS' CIVIL RELIEF ACT (SSCRA) @ HTTP://WWW.USCG.MIL/LEGAL/LA/TOPICS/SSCRA/ABOUT THE SSCRA.HTM"</p>														
11. Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.														
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature)						12b. DATE		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				13b. DATE		
MICHAEL SMITH, CAPT, USCG								JOHN D. SMITH TOPEKA, KS						

PREVIOUS EDITIONS ARE OBSOLETE

Pay Entitlements When Mobilized

Introduction Pay entitlements depend on the legislative authority under which the orders are issued (Title 10 or Title 14, U.S. Code).

References (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) – available on-line at: <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/manuals.htm>
(b) Joint Federal Travel Regulations, Volume 1 – available on-line at: <http://www.dtic.mil/perdiem/>

Summary This table is a summary of mobilization pay entitlements:

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Pay	Basic Pay	Basic Pay	Figure 2-1, reference (a)
Officer Basic Allowance for Subsistence (BAS)	Officer BAS	Officer BAS	Section 3-A, reference (a)
Enlisted Basic Allowance for Subsistence (BAS)	Ashore unit: <u>EnlistedRegular BAS</u> No government dining facility available	Ashore unit: <u>EnlistedRegular BAS</u> No government dining facility available	Section 3-B-4.b., reference (a)
	<u>Enlisted BAS</u>	<u>Enlisted BAS</u>	Section 3-B-5, reference (a)
	<u>ENL BAS minus DISCOUNT MEAL RATE</u> (ESM or EUM)	<u>ENL BAS minus DISCOUNT MEAL RATE</u> (ESM or EUM)	Section 3-B-5, reference (a)
	Afloat unit with an established dining facility:	Afloat unit with an established dining facility:	
	<u>ENL BAS minus DISCOUNT MEAL RATE</u> (ESM)	<u>ENL BAS minus DISCOUNT MEAL RATE</u>	Section 3-B-5.b, Reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Allowance For Housing (BAH)	<p>Member with dependents. BAH-I is based upon the principal place of residence from which recalled, <u>unless</u> authorized transportation of household goods, then BAH-I is authorized for duty station location</p> <p>Member without dependents. BAH-I is based upon the principal place of residence from which recalled, if the member is ordered to a duty locale where member is unable to occupy their principal residence and was not authorized special storage of household goods.</p> <p>Military member married to another military member. See Figure 3-12, reference (a).</p>	BAH-II (since active duty orders are for 139 days or less).	Section 3-C-10, Figure 3-7, Figure 3-8, Figure 3-12, reference (a)
Cost-of-Living Allowance in CONUS (CONUS COLA).	CONUS COLA is payable at the rate prescribed for the location of the member's principal place of residence.	Not payable.	Para U8011, reference (b)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Overseas Housing Allowance (OHA)	OHA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OHA rate payable will be based on the location of the member's primary residence.	No entitlement.	Para U7150-H, reference (b)
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OUTCONUS COLA rate will be based on the location of the member's primary residence.	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS location and there is no per diem entitlement.	Para U7150-H, reference (b)
Family Separation Allowance (FSA)	Member with dependents. FSA-T if assigned in a TDY status OR FSA-S to a ship away from dependents for a continuous period of 31 days or more. NOTES: (1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	No entitlement.	Section 3.G, reference (a)
Family Supplemental Subsistence Allowance (FSSA)	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	Section 3-N, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Enlisted Uniform Issue	If recalled from the IRR or Retired Reserve, an enlisted member may be entitled to an issuance of uniforms depending on time elapsed since retirement or transfer to IRR. Rules vary consult with G-WTR for guidance.	No entitlement	ALCOAST 418/01
Enlisted Clothing Maintenance Allowance	BMA if receiving RBMA prior to mobilization. SMA if receiving RSMA prior to mobilization.	Continues to receive RBMA or RSMA while on active duty.	Figure 3-26, reference (a)
Civilian Clothing Monetary Allowance	STADCMa-CIV	STADCMa-CIV (period is 30 days in duration)	Figure 3-23, Rules 10 & 11, reference (a)
Officer Uniform Allowance	Additional Officer Uniform Allowance is payable if the active duty period is more than 90 days duration, and the officer has not served on another period of active duty of more than 90 days within the past 2 years.	Not payable (since active duty orders are for less than 91 days).	Section 3.K.3, reference (a)
Hardship Duty Pay for Location (HDP-L)	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	No entitlement.	Figure 4-3, reference (a)
Career Sea Pay (CSEAPAY)	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	Figure 4-6, reference (a) E-Mail ALPERSRU D/03 for Level-3 entitlement if operating in-theater
Diving Duty Pay	When assigned by orders to diving duty.	When assigned by orders to diving duty.	Figure 4-7, reference (a)
Imminent Danger Pay	When on official duty in a designated imminent danger pay area.	When on official duty in a designated imminent danger pay area.	Figure 4-9, reference (a)
Board Certified Pay for Physician Assistants	Officers designated as physician assistants.	Officers designated as physician assistants.	Section 4-J, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Combat Tax Exclusion	If in an active duty status in a designated combat zone.	If in an active duty status in a designated combat zone.	Section 8-G, reference (a)
Special Duty Assignment Pay (SDAP) Enlisted	If ordered to duties which qualify for SDAP.	If ordered to duties which qualify for SDAP.	Section 4-I, reference (a) COMDTINST 1430.10 (series)
Hazardous Duty Incentive Pay (HDIP)	When under flight orders as a crew member, non-crew member, or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	When under flight orders as a crew member, non-crew member, or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	Section 5-B, reference (a)
Flight Deck Hazardous Duty Incentive Pay (FDHDIP)	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	Section 5-C, reference (a)
Leave / Lump Sum Leave Payment	When on active duty for 30 or more consecutive days, members accrue 2.5 days of leave per month. Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during his/her career.	No entitlement (since orders are for less than 31 days).	Article 7.A.11, CG PERSMAN Section 10-A, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Servicemembers' Group Life Insurance (SGLI)	When ordered to active duty for more than 30 days - <u>automatically</u> insures Member SGLI for \$250,000 and Spouse SGLI for \$100,000. If the member does not desire maximum SGLI / Spouse SGLI coverage, <u>must execute a new</u> election for reduced or no coverage. Also entitled to Child SGLI coverage, \$10,000 per child at no cost. Note: SGLI Coverage <u>does not</u> revert back to original SELRES designation upon demobilization.	Continues prior level of SGLI / Family SGLI coverage while on active duty for 30 days or less.	Section 6-A, reference (a)
Savings Deposit Program	When assigned to a qualifying combat area is entitled to deposit up to \$10,000 in a Savings Deposit Program earning 10% interest per year, compounded quarterly.	Not applicable.	Section 6-F, reference (a)
Advance Pay / BAH / OHA	When recalled to active duty is <u>not</u> entitled to advance pay or advance BAH / OHA.	Not applicable.	Section 9-D-3, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Thrift Savings Plan (TSP)	If called to active duty for a period of more than 30 days, a member of the Ready Reserve may make a new/revised TSP election within 60 days of being called to active duty.	Not applicable.	Section 6-G, reference (a) TSP Web site @ http://www.tsp.gov/
TRICARE Dental Program	<p>Reservists enrolled in TRICARE Dental for themselves and/or their families prior to mobilization are automatically converted to the lower active duty rate(s) while in a mobilized status.</p> <p>Reservists not enrolled in TRICARE Dental prior to mobilization may enroll their family while on active duty. Upon demobilization:</p> <p>(1) the family will be automatically converted to the higher reserve rate; and (2) the reservist has the opportunity to enroll in TRICARE Dental for him/herself.</p>	Member continues prior level of TRICARE Dental Program coverage.	Section 6-C, reference (a) United Concordia Web Site @ http://www.ucci.com/ or United Concordia Customer Service @ 1-800-866-8499

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Title 10 Reserve Mobilization Pay and Allowance Matrix											
	Paid To		Input Via		Trans Code	Eligibility &/or Rate Based Upon					Note(s)
						Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale	Nature of Orders
Entitlement	All	Some	SDA-II	Direct Access							
Basic Pay	X		X		L68C	X	X				Key Longevity Date is Pay Base Date (LES Block 5)
Basic Allowance for Subsistence	X		X		P607	X		X			Off = \$167.20; Enl = \$242.81; Reg = \$262.50; Disc = \$7.00 day
Basic Allowance for Housing	X		X		P606	X		X		X	Not pd if OHA paid. Special Mbr to Mbr. www.dtic.mil/perdiem/
INCONUS Cost of Living Allowance		X	X		P607	X	X	X		X	Special mbr to mbr rules. www.dtic.mil/perdiem
Overseas Housing Allowance		X	X		P609	X		X		X	ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
OUTCONUS Cost of Living Allowance		X	X		P607	X	X	X		X	ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
Family Separation Allowance		X		X	L6BA			X	X	X	Away from depts TDY or afloat for > 30 Days. \$100 per month
Family Supplemental Subsistence Allow		X			Web			X			Income qualifies for food stamps. www.dmdc.osd.mil/fssa/
Enlisted Clothing Maintenance Allow	X		X		L68C	X	X				BMA < 3 Yrs = \$17.91M; \$21.50F SMA => 3 yrs = \$25.59M; \$30.71F
Enlisted Clothing Issue to IRR/Retired		X			Paper	X					Recalled IRR & retired mbrs are auth issuance on CG-3019(A)
Additional Officer Uniform Allowance		X		X	L66B	X					\$200 each acdu > 90 DAYS. Not payable > once within 2 years
Hardship Duty Pay for Location		X		X	P607				X		\$50-\$150. www.uscg.mil/hq/g-w/g-wp/g-wpm-2/

Chapter 11
RESERVE MOBILIZATION

				Eligibility &/or Rate Based Upon								
	Paid To	Input Via		Trans Code	Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale	Home Locale	Nature of Orders	Note(s)
Entitlement	All/Some	SDA-II	Direct Access									
Career Sea Pay	X		X	P607	X	X		X				\$20-\$610. Payable at Level 1 rate only as temp assignment unless operating in-theater, then Level 3 rate
Diving Duty Pay	X		X	P607	X						X	\$150-\$240. www.uscg.mil/hq/g-w/g-wp/g-wpm-2
Imminent Danger Pay	X			P607					X			\$150. Assigned (including TDY) to 1 of 45 qualify areas.
Board Certified Pay Physician Assts	X		X	Fax		X					X	\$166-416 per month. For PYAs certified by (G-WKH)
Combat Tax Exclusion	X		X	P607					X			Assigned (including TDY) to 1 of 6 qualifying areas.
Special Duty Assignment Pay	X		X	P607	X			X			X	\$55-\$220. See ALCOAST 408/02
Crew & Non-Crew HDIP Flight Pay	X		X	P607	X			X			X	\$150-\$250. Crew or non-crew mbr or tech observer military aircraft
Flight Deck Hazardous Duty Pay	X		X	P607 L63 L68C				X			X	\$150. On ship launching, recovering, refueling aircraft.
Leave Accrual & Lump Sum Leave	X	X										Earn 2.5 days per month. Can sell leave > 60 days in career.
Servicemembers' Group Life Insurance	X		X	P809			X					\$250K/\$100K/\$10K automatic coverage unless decline.
Thrift Savings Plan	X			Fax							X	60 days to enroll or change election if called to acdu > 30 days
TRICARE Dental Program	X			On-Line Paper							X	See enrollment rules at www.ucci.com
Savings Deposit Program	X			Fax					X			\$10,000@10% interest. Only 6 qual'g areas. Must withdraw.

Travel Entitlements When Mobilized

Introduction Members mobilized on active duty are entitled to temporary duty (TDY) travel entitlements. When not provided with government/ contracted berthing and messing, the member is entitled to lodging plus per diem (meals and incidental expenses, M&IE). Mobilized members are not entitled to permanent change of station (PCS) entitlements.

Note: It is Coast Guard policy that mobilized members shall be provided Government or contracted berthing and messing to the maximum extent possible.

References (a) Joint Federal Travel Regulations, Volume 1 online at:
<http://www.dtic.mil/perdiem/>
Lodging Plus Per Diem rates online at
<http://www.dtic.mil/perdiem/pdrates.html>
(b) ALCOAST 544/02

Important Rules, Which Prohibit the Payment of Per Diem Payment of per diem is not authorized when the member:

1. Commutes between his/her home and his/her duty station, even if the residence lies outside the local reasonable commuting distance.
2. Is on leave.

Travel Entitlements When Mobilized

Summary The table below summarizes the travel entitlements of mobilized members:

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Mileage	Authorized reimbursement for one round trip from residence to/from TDY site <u>unless</u> the residence and TDY site are in the same city/town corporate limits.	Current local mileage rate not to exceed the cost of Government-procured transportation.	Para U7150, reference (a)
Lodging, Meals, And Incidental Expenses (M&IE)	Only authorized if: (1) <u>not</u> provided government quarters; <u>and</u> (2) <u>not</u> assigned to a career sea pay eligible vessel; <u>and</u> (3) member does not commute between home and duty station. Notes: (1) If government quarters are not available, by regulation, government messing is considered not available. (2) If mobilized on TDY orders to another location, and required to procure and maintain quarters at both locations, the member may be entitled to dual lodging. The orders must specifically authorize dual lodging and state the location and period of time.	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	Para U7150, reference (a)

Continued on next page

Travel Entitlements When Mobilized, Continued

Summary (cont'd)

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Lodging, Meals, And Incidental Expenses (M&IE)	Notes: (Continued) (3) M&IE is payable for whole days except for the departure and return day, which are payable at 75% of the appropriate M&IE rate.	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	
On Base & Proportional Per Diem	At an INCONUS military installation with quarters and messing (all 3 meals) -- Government Base M&IE. At a location with berthing but only one or two meals are available -- Proportional Per Diem. Note: Travel claims for proportional per diem must be submitted manually to HRSIC (TVL). They cannot be processed through the UTS system.		Para U4125, reference (a) Para U4125, reference (a)

Continued on next page

Travel Entitlements When Mobilized, Continued

**Special Rules
When Lodging
Is Obtained On
a Monthly
Basis**

Mobilized members, who obtain lodging on a monthly basis and take short periods of leave, may be reimbursed the monthly lodging charge. However, per reference (b), they are not entitled to meals and incidental expenses (M&IE) on leave days. The monthly lodging reimbursement (including utilities and maintenance) may not exceed the daily lodging per diem for the total days of per diem.

Examples:

- (1) The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 5 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (25 days) into the monthly lodging cost of \$1,200 to arrive at \$48 per day. Since \$48 is below the maximum daily limit (of \$50), the member would be reimbursed the full monthly \$1,200 lodging cost.
- (2) The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 10 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (20 days) into the monthly lodging cost of \$1,200 to arrive at \$60 per day. Since \$60 exceeds the maximum daily limit (of \$50), the member would only be reimbursed \$1,000 (\$50 times 20 entitled days).

In both of the above examples, the member is NOT entitled to M&IE on leave days. Leave must be indicated on the travel claim even if monthly calculation for lodging is used.

Other Entitlements When Mobilized

Introduction Mobilized members have other entitlements and benefits in addition to pay and travel.

References

- (a) Joint Federal Travel Regulations, Volume 1 – available on-line at:
<http://www.dtic.mil/perdiem/>
- (b) DoD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals available online at
<http://www.dtic.mil/whs/directives/corres/pdf/i100013p.pdf>
- (c) Coast Guard Medical Manual, COMDTINST M6000.1B (series)
- (d) Coast Guard Pay Manual, COMDTINST M7220.29 (series) available on-line at:
<http://www.uscg.mil/hq/g-w/g-wp/g-wpm/manuals.htm>
- (e) Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (Series) available on-line at <http://www.uscg.mil/hq/reserve/pubs/rpm.pdf>
- (f) ALCOAST 307/02
- (g) ALCOAST 153/03

Summary The table below summarizes other entitlements:

Entitlement	Summary	Reference
Transportation	Members recalled under 10 U.S.C. 12302 are entitled special temporary household goods storage, including privately owned vehicles (POVs). Authority must be requested from Commandant (G-WPM-2). Members without dependents that are authorized special storage of household goods (but no POV) lose entitlement to BAH-I.	Para U4470-B and U5466-A.2, reference (a)
Identification Card (ID Card)	Members recalled to active duty for more than 30 days are entitled to an active duty ID card. Members and their eligible dependents are afforded full commissary, exchange, and MWR privileges.	Reference (b)
Civilian Reemployment	Detailed in the following web sites: <ul style="list-style-type: none">•http://www.uscg.mil/hq/reserve/recall/recall.htm•http://www.esgr.org/	

Continued on next page

Other Entitlements When Mobilized, Continued

Summary (cont'd)

Entitlement	Summary	Reference
Legal Readiness	<p>Members who are a substantial distance from home might consider executing a Power of Attorney to give another individual the right to act on the member's behalf. A Special Deployment Power of Attorney is recommended over a General Power of Attorney.</p> <p>Members should ensure they have an up to date will for distribution of assets and care of dependents in the event of death.</p> <p>Members may want to set up a Living Will or Advanced Health Care Directive to advise the medical profession on the level of life support to be provided in the event the member is terminally ill. These documents can also identify individuals who may make health care decisions for a member, and provide direction to medical professionals about a member's willingness to donate organs.</p>	<p>Consult local Legal Assistance Office, or see the HQ Reserve Web site @ http://www.uscg.mil/hq/reserve/Recall/Recall.htm</p>
Medical / Dental	<p>Members recalled for more than 30 days to support a contingency operation are authorized medical and dental benefits while on active duty. Dependents of members on active duty for 31-179 days are entitled to: (a) TRICARE Standard; (b) TRICARE Extra; (c) space-available treatment in military medical treatment and (d) are eligible to apply for enrollment in TRICARE Prime as well.</p> <p>Demobilized members are entitled to transitional health-care benefits based on their total active military service:</p> <ul style="list-style-type: none">• Members with less than six years of service (and dependents) are eligible for 60 days of medical coverage under the TRICARE Transitional Health Care Demonstration Project.• Members with more than six years active duty are entitled to 120 days of coverage for themselves and their dependents. <p>Visit this web site for more TRICARE information specific to reserve mobilization: http://www.tricare.osd.mil/reserve/</p> <p>Members who incur a disability while on active duty shall follow procedures outlined in reference (e).</p>	<p>Reference (c) Section 12-Q, Ref (d)</p> <p>Ref (g) Section 7-E, Ref (e) Ref (f)</p>

Mobilization Checklist

Introduction This checklist provides a listing of tasks to be completed by the member's unit or units (both the regularly assigned unit and the unit the member is reporting to) required when a reservist is mobilized on active duty.

Unit Checklist

Step	Action	Date
1	Send letter to member's employer concerning mobilization status (see sample on page 11-24).	
2	Counsel member to ensure legal documents are up to date (will, power of attorney, and legal support documents). See previous page.	
3	Ensure member has enough obligated service.	
4	Ensure member's dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation.	
5	Ensure member and his/her dependent/s are issued active duty ID card/s. If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602).	
6	Advise member to update mailing/e-mail address and direct deposit information in Direct Access if they are changing. If member does not have access to the CG intranet, supply address and direct deposit information to PERSRU for data entry into Direct Access.	
7	Advise member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the PERSRU to avoid potential overpayments/underpayments.	
8	Upon reporting to the mobilization site, ensure member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Ensure endorsed orders are forwarded to PERSRU.	
9	If the member is assigned outside his/her state of legal residence, and that state does not tax military pay while assigned outside the state (i.e., applies to residents of AZ, CA, CT, ID, MN, MO, MT, NJ, NY, OR, PA, VT, PR), advise the member that he/she may submit a state tax withholding form to claim exemption from state tax withholding.	
10	Ensure member completes travel claim. Administratively review & approve the travel claim and forward to HRSIC (TVL).	

Continued on next page

Mobilization Checklist, Continued

Unit Checklist (cont'd)

Step	Action	Date
11	Conduct appropriate security briefing. (i.e. Vehicle/Access Passes and Information/Clearances)	
12	Ensure member has physical exam if he/she has not had a physical within the past 5 years (within past 12 months if over age 50).	
13	Ensure member verifies dependents and beneficiaries on Form CG-4170A (BAH/Dependency/Emergency Data Information). Update Form CG-4170A if dependency/emergency contact information is out-of-date. Forward Form CG-4170A to PERSRU.	
14	Counsel member concerning SGLI benefits during mobilization (as detailed on page 11-12). If member has spouse, have member complete Form SGLV-8286A (Spouse SGLI Election). Ensure member reviews Form SGLV-8286 (Member SGLI Election) to verify that beneficiaries are correct; have member complete new SGLV-8286 if maximum Member SGLI coverage is not desired. Forward updated/new Forms SGLV-8286 and SGLV-8286A to PERSRU.	
15	Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, Special Needs Program).	
16	Counsel member concerning financial responsibilities. Advise member that if he/she has child support garnishments being deducted from his/her civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member's military pay under the Treasury Offset Program.	
17	Member affirms that he/she is not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation he/she has received on days in which they received military pay.	

Continued on next page

Mobilization Checklist, Continued

SAMPLE LETTER

TO BE SENT TO EMPLOYER OF MOBILIZED RESERVIST

Dear Sir or Madam:

I am writing this letter to thank the Employer for its past support of Member's Full Name's participation as a valued member of U.S. Coast Guard Unit – Long Title. It is only with positive support from our reserve members' families and employers that the United States military services are able to protect the national interests of our country.

At this time I need to advise you that – due to recent events – member has been involuntarily called to active duty with our unit under Title 10/14 of the United States Code. As a Yeoman Second Class at unit, he/she will be deployed either within the United States or overseas as directed by proper authority. The orders are for a period of ### days, but it is impossible to tell at this time if they might be shortened or lengthened.

I am enclosing some information from the Employer Support of the Guard and Reserve (ESGR) that might answer questions that you have concerning your rights and the employee's rights under the law, and provide some resources to answer others. I'd also like you to feel comfortable in contacting me personally, at Phone Number / E-mail address, should you still have questions or concerns.

Once again, my personal thanks for the part your organization is playing in helping to keep America strong.

Sincerely,

Commanding Officer

PERSRU Mobilization Procedures

Introduction The following checklists provide listings of the transactions to be completed by the servicing PERSRU when a reservist is mobilized.

Title 10 Checklist Utilize this checklist when processing Title 10 mobilizations.

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required	Divide Active Duty counter on JUMPS fixed data page 3 by 365 for number of Active Duty years served. If the member has 16 or more years, special authorization from G-CCS is required.	ALCOAST 430/01
Required	Departing Endorsement on Orders (L68C). Be sure the transaction shows: <ul style="list-style-type: none">• Duty Type Code = 1 (permanent duty)• Nature of Duty Type Code = R (reserve active duty)• Unit = OPFAC of permanent / Home Unit• Cost Center Code = XXXXX (Code Issued for Contingency Operation)• ACDU Number of Days Ordered (Element Code 77) = number of days member is ordered to active duty (or the number of days up to the member's expected loss date if that date is sooner)• Reserve Duty Type Code (Element Code 76) = N (Invol AD, Title 10)• Reserve Training/Pay Status Code (Element Code 78) = Member's current Training/Pay Status Code	Section 3-C, SDA-II User Manual
Required	Reporting Endorsement on Orders (L68C). Be sure the transaction shows: <ul style="list-style-type: none">• Effective Time = <u>at least 5 minutes later</u> than the Departing Endorsement on Orders• Duty Type Code = 1 (permanent duty)• Nature of Duty Type Code = R (reserve active duty)• Unit = OPFAC of permanent / Home Unit• Cost Center Code = XXXXX (Code Issued for Contingency Operation).	Section 4-C, SDA-II User Manual
Required if principal residence is INCONUS	Change BAH (P606). Be sure the transaction shows: BAH Zip Code = zip code of principal place of residence as prescribed on page 11-8 of this chapter.	Section 2-A-115 SDA-II User Manual
Required if principal residence is INCONUS	Start INCONUS COLA (P607). Be sure the transaction shows: <ul style="list-style-type: none">• INCONUS COLA Zip Code = zip code of member's principal place of residence as prescribed on page 11-8 of this chapter.	Section 2-A-148 SDA-II User Manual

Continued on next page

PERSRU Mobilization Procedures, Continued

Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required if member is enlisted	Start Subsistence Allowance (P607). Be sure the transaction starts the appropriate subsistence prescribed on page 11-7 of this chapter.	ALPERSRU D/02
Optional	FSA-T or FSA-S (L6BA). Submit <u>only</u> if a member with dependents meets requirements prescribed on page 11-9 of this chapter.	ALPERSRU V/02
Optional	Start OHA (P609). Submit <u>only</u> if ordered to active duty from OUTCONUS residence. Be sure the transaction starts OHA based on the location of the primary residence.	Section 2-A-183 SDA-II User Manual
Optional	Start OUTCONUS COLA (P607). Submit <u>only</u> if ordered to active duty from OUTCONUS residence.	Section 2-A-148 SDA-II User Manual
Optional	Enlisted Uniform Issue for Members Recalled From IRR or Retired Reserve. Fax Form CG-3019 or CG-3019A, with a copy of the mobilization orders, to COMDT (G-WTR) at 202-267-4243.	ALCOAST 418/01
Optional	Additional Reserve Officer Uniform Allowance (L66B). Submit <u>only</u> if the officer meets requirements prescribed on page 11-10 of this chapter.	ALPERSRU Y/02
Optional	Start Hardship Duty Pay – Location (P607). Start Career Sea Pay (P607) Start Diving Duty Pay (P607). Start Imminent Danger Pay (P607). Start Combat Tax Exclusion (P607). Start Special Duty Assignment Pay (P607). Start Crew/Non-crew Flight Pay (P607) Start Flight Deck Hazardous Duty Incentive Pay (P607). Submit <u>only</u> if member meets the requirements prescribed on pages 11-10 and 11-11 of this chapter.	ALPERSRUs V/02, Y/02, D03 and F/03
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to HRSIC (MAS).	Page 7-B-8, PPPM
Optional	Board Certified Pay for Physician Assistants. If meets the requirements prescribed on page 11-10 of this chapter, fax copy of orders to HRSIC (MAS) at 785-339-3760.	Para 4.J.2, CG PAYMAN
Optional	Thrift Savings Plan. Fax Form TSP-U-1 to HRSIC (MAS) at 785-339-3760.	Section 8-C, PPPM
Optional	TRICARE Dental Program. Enrollment changes are made directly through United Concordia, the TRICARE dental contractor.	Section 5-B-4, PPPM

Continued on next page

PERSRU Mobilization Procedures, Continued

Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Optional	Servicemembers' Group Life Insurance (P809). Members will be insured for the maximum \$250,000 SGLI coverage during mobilization status unless an election for lesser coverage is submitted. If a member does not want maximum SGLI coverage, a P809 is required to be submitted to show whether the member desires maximum, reduced, or no SGLI coverage while in a mobilization status. Required for Retired Recall.	ALPERSRUs X/01 and AD/01
Optional	Spouse SGLI (P809). Spouses will be insured for the maximum \$100,000 Spouse SGLI coverage during mobilization status unless an election for lesser coverage is submitted. If a member has a spouse, and does <u>not</u> want maximum \$100,000 Spouse SGLI coverage, a P809 is required to be submitted to show whether the member desires maximum, reduced, or no Spouse SGLI coverage while in a mobilization status. Required for Retired Recall if has Spouse.	ALPERSRUs X/01, Y01, and AD/01
Optional	Direct Deposit Account Change (L6GA), if applicable, and member unable to enter such change in Direct Access through the self-service application. Required for Retire Recall.	ALPERSRU X/01
Optional	Mailing Address Change (L6EA), if applicable, and member unable to enter such change in Direct Access through the self-service application. Required for Retire Recall.	ALPERSRU X/01
Optional Retired Recall Required	State Tax Change (L6EA), if the member is assigned to duty outside his/her state of legal residence and requests that state tax withholding be stopped because his/her state does not tax military pay while stationed outside the state.	ALPERSRU X/01
Optional	Change in Dependency/Emergency Data (L64A) if there is a change in dependents or beneficiaries. Required for Retire Recall	ALPERSRU X/01

Continued on next page

PERSRU Mobilization Procedures, Continued

Title 14 Checklist Utilize this checklist when processing Title 14 mobilizations.

Checklist For Title 14 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required at beginning of mobilization	Depart/Report ADT (R990). Be sure the transaction shows: <ul style="list-style-type: none"> • Effective Date and Time = constructive date & time member departed home in compliance with orders • Duty Type = U (Invol AD, Title 14) • Pay and Allowances Code = Y (with pay & allowances) • Departed Duty Station = constructive date & time member will return home • BAH-II and BAS Codes per pages 11-7 and 11-8 of this chapter. 	Section 2-B-33, SDA-II User Manual
Optional	If member is ordered to active duty from an OUTCONUS residence and entitled to OUTCONUS COLA, two transactions shall be submitted: <ul style="list-style-type: none"> • Start OUTCONUS COLA (P607) transaction at beginning of active duty period. • Stop OUTCONUS COLA (P625) transaction at end of active duty period. 	Sections 2-A-183 and 2-A-191, SDA-II User Manual
Optional	If member meets the requirements prescribed on Pages 11-10 and 11-11 of this chapter, the below pay entitlements shall be started via a P607 start transaction at the beginning of the active duty period, and stopped via a P625 transaction at the end of the active duty period. <ul style="list-style-type: none"> • Career Sea Pay (started/stopped in Direct Access if member is/was in-theater) • Diving Duty Pay • Imminent Danger Pay • Combat Tax Exclusion • Special Duty Assignment Pay • Crew/Non-crew Flight Pay • Flight Deck Hazardous Duty Incentive Pay 	ALPERSRUS V/02, Y/02, D03 and F/03
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to HRSIC (MAS).	Page 7-B-8, PPPM
Optional	Board Certified Pay for Physician Assistants. If member meets the requirements prescribed on page 11-10 of this chapter, fax copy of orders to HRSIC (MAS) at 785-339-3760.	Para 4.J.2, CG Pay Manual
Optional	Change in Dependency/Emergency Data (L64A) if the member has a change in dependents or beneficiaries.	ALPERSRU X/01

Recall of Retired Members

Introduction During a mobilization, reserve retirees may be called to active duty. This includes both retired with pay (RET-1) and retired awaiting pay at age 60 (RET-2). The process/procedures for mobilizing recalled reserve retirees are described below

Process This is the process for recalling a reserve retiree.

Stage	Who does it	What Happens
1	CG Personnel Command (rpm) / (opm) / (epm)	Issues recall from retirement orders. Coordinates travel needs with the recalled member.
2	Member	Reports for mobilization duty. Prepares travel claim.
3	Unit	Reports member aboard for mobilization. Arranges for member to be issued active duty ID card and Dependent Application. If reaches 60 prior to end of orders submit Age Waiver Request to COMDT (G-WTR-1) as soon as possible.
4	PERSRU	Prepares Direct Access and SDA-II transactions to record the recall from retirement.
5	HRSIC (RAS)	If retired with pay (RET-1), stops retired pay. If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status.
6	Reservist Member	Enters mailing address, emergency contact and direct deposit information in Direct Access. [If access to the CG intranet is unavailable, requests that PERSRU input.]
7	HRSIC (TVL)	Processes travel claims and requests for travel advances.
8	PERSRU / HRSIC (MAS) / (RAS)	Maintains pay and leave accounts during mobilization.
9	Unit	Ensures member is physically qualified for demobilization.
10	Reservist Member	Notifies Unit and PERSRU of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist).
11	PERSRU	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist).
12	PERSRU	Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit.

Continued on next page

Recall of Retired Members, Continued

Process (cont'd)

Stage	Who does it	What Happens
13	Unit	Delivers demobilization documents (DD-214 and instructions to file travel claim). Notifies PERSRU if uncollected CG Mutual Assistance loan(s) need to be collected from final active duty pay.
14	PERSRU	Prepares Direct Access and SDA-II transactions to record release from active duty (RELAD). E-mails HRSIC-RAS and HRSIC-MAS notifying completion of recall, including effective date of last day of active service.
15	HRSIC (SES)	Processes final active duty payment. Collects CG Mutual Assistance debts if requested.
16	HRSIC (RAS)	If retired with pay (RET-1) or reached 60 th birthday during mobilization, starts/restarts retired pay. If retired awaiting pay at age 60 (RET-2), prepare transactions to transfer back to RET-2 status.

Continued on next page

Recall of Retired Members, Continued

Mobilization Checklist The unit shall follow the mobilization checklist on page 11-20 of this chapter.

PERSRU Procedures The PERSRU shall prepare the following transactions to record recall of a retired reserve under Title 10:

Checklist For Title 10 Mobilization Of Recalled Retiree		
Required/ Optional	Transaction / Input	Reference
Required	Initial Active Duty Information (L65A). Be sure the transaction shows: • Duty Type Code = 9 (Recalled Retiree Reserve)	Sections 7-D & 7-E, SDA-II User Manual
Required	Initial Reporting Endorsement on Orders (L68C). Be sure the transaction shows: • Duty Type Code = 1 (permanent duty) • Cost Center Code = XXXXX (Code Issued for Contingency Operation) • Prior Service Indicator (Element Code 41) = 3 (Prior Service Substantiated by DD-214) • Nature of Duty Code = 1 (Duty)	Sections 7-D & 7-E, SDA-II User Manual
Required	Report Miscellaneous Events (R900). Use element code 02 to set the member's Anniversary Date.	Section 2-B-12, SDA-II User Manual
Required	Send an E-Mail to HRSIC-MAS and HRSIC-RAS providing: • Name, Rank, and SSN of recalled retiree • Effective date and period of recall • TONO under which the recall is being effected • Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall.	Sections 3-A-4 and 3-A-5, HRSIC Personnel & Pay Procedures Manual
The PERSRU shall also prepare the transactions prescribed on pages 11-25 thru 11-27 of this chapter, with the following exceptions: (1) The first two transactions on page 11-25 (Endorsements on Orders) shall <u>not</u> be prepared. (2) The last six transactions on page 11-27 are required transactions for a recalled retiree.		

Continued on next page

Recall of Retired Members, Continued

**PERSRU
Procedures
(cont'd)**

The PERSRU shall take the following action upon receiving notification that a retired reserve has been recalled under Title 14:

Checklist for Title 14 Recall Of Recalled Retiree		
Required/ Optional	Transaction/Input	Reference
Required	Send an E-Mail to HRSIC-MAS and HRSIC-RAS providing: <ul style="list-style-type: none">• Name, Rank, and SSN of recalled retiree• Effective date and period of recall• TONO under which the recall is being effected• Reference the letter/message from CGPC (rpm)/ (opm)/(epm)/ which authorizes the recall.	Sections 3-A-4 and 3-A-5, PPPM
HRSIC (CST) / (RAS) will process pay for members recalled from retirement for short-term periods under Title 14.		

Travel Claims During Mobilization Status

Introduction	Members submit travel claims to be reimbursed for travel, lodging, meals, and incidental expenses.
Reference	(a) The Travel Claim Quick Reference Guide, available on-line at http://www.uscg.mil/hq/hrsic/ , provides assistance in preparing travel claims.
Methods for Submitting Travel Claims	<p>Travel claims may be submitted by 2 methods:</p> <ul style="list-style-type: none">• Unit Travel System (UTS) – the preferred method.• Hardcopy DD Form 1351-2.
Supporting Documentation	<p>Travel claims shall be supported by the documentation listed below:</p> <ul style="list-style-type: none">• Original itemized receipt for lodging expenses• Original receipts for transportation expenses (airline, rental car, etc.)• Any original receipts for reimbursable expenses required by the Joint Federal Travel Regulations (JFTR) – Volume 1 – generally, any expense that is \$75.00 or more. <p>On UTS claims, this documentation shall be provided to the approving official; for manually submitted claims, this documentation shall be sent to HRSIC (TVL) with DD Form 1351-2.</p>
Recording of Leave Taken	<p>Members are <u>NOT ENTITLED</u> to Lodging Plus Per Diem (lodging, meals, and incidentals) on any day classified as leave. The only exception is a member who obtains lodging on a monthly basis may be reimbursed lodging expenses as described on page 11-19 of this chapter. Members shall indicate all leave days used on the TDY travel claim. The leave shall be indicated as follows:</p> <ul style="list-style-type: none">• In UTS, on the Itinerary and Exceptions-To-Daily-Expense screens. See sample on pages 11-35 thru 11-37.• On DD Form 1351-2, in Block 29 (Remarks) on page 2. <p><i>Note: Do <u>not</u> start or end a UTS claim in a leave status.</i></p>

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample UTS Travel Claim – Leave Taken

TRAVEL VOUCHER OR SUBVOUCHER				UTS FILE NO. 27472			
Read privacy act statement, penalty statement and instructions on back before completing form. Use typewriter ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed continue in Remarks.							
1. PAYMENT REQUIRED BY (X one) <input checked="" type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Payment By Check Split Disbursement: Amt to Govt. Trvl Charge Card \$		2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Other <input checked="" type="checkbox"/> Member/ Employee <input type="checkbox"/> PCS <input type="checkbox"/> DLA Dependent(s)		FOR D.O. USE ONLY		3. D.O. VOUCHER NUMBER	
4. NAME (Last, First, Middle Initial) (print or type) PERFORMANCE, STELLA R		5. GRADE E6		6. SSN 987-65-4321		SUBVOUCHER NUMBER	
7. ADDRESS a. NUMBER AND STREET 12 ELM STREET		b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66609	
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-339-2250		9. TRAVEL ORDER NUMBER 1303000003374000		10. PREVIOUS GOVERNMENT PAYMENT ADVANCES (Do not include ATM Advances)			
11. ORGANIZATION AND STATION 5347400 - CG HUMAN RESOURCES SERVICE & INFORMATION CTR				13. DEPENDENTS ADDRESS ON RECEIPT of ORDERS (include Zip Code)			
12. DEPENDENTS (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED							
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. Date of Birth or Marriage			
14. Have Household Goods Been Shipped? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS			
15. ITINERARY							
a. DATE 02	b. PLACE (home, office, base, activity, city and state, city and country, etc.)			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
11/1	DEP	SAINT LOUIS ; MISSOURI			PA		
11/1	ARR	TOPEKA ; KANSAS;			TD		270
11/10	DEP	TOPEKA ; KANSAS			CA	63.00	
11/10	ARR	LAWRENCE ; KANSAS;			LV		0
11/13	DEP	LAWRENCE ; KANSAS			CA	0.00	
11/13	ARR	TOPEKA ; KANSAS;			TD		0
11/30	DEP	TOPEKA ; KANSAS			GA	63.00	
11/30	ARR	TOPEKA ; KANSAS;			MC		0
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
				e. SUMMARY OF PAYMENT			
				(1) Per diem			
				(2) Actual Expenses Allowance			
				(3) Mileage			
				(4) Dependent Travel			
				(5) DLA			
				(6) Reimbursable Expenses			
				(7) Total			
				(8) Less Advance			
				(9) Amount Owed			
				(10) Amount Due			
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE		PASSENGER		DURATION OF TDY TRAVEL			
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
11/1/02	AUTO MILEAGE	360 MI	360 MI				
11/1/02	TOLLS	2.20	2.20				
11/1/02	LAUNDRY SERVICES	60.00	60.00				
11/1/02	PARKING	30.00	30.00				
11/1/02	LODGING TAX-CONUS/US TERR	240.00	240.00				
11/1/02	LODGING/TONO-2-TONO TRANSI	63.00	63.00				
11/1/02	PER DIEM (25%) TONO-TO-TON	7.50	7.50				
				19. GOVERNMENT/DEDUCTIBLE MEALS			
				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
				(SEE DAILY EXPENSES)			
20.a. CLAIMANT SIGNATURE STELLA R PERFORMANCE		b. DATE 01/06/2003		21.a. APPROVING OFFICER SIGNATURE NOT YET APPROVED		b. DATE	
22. ACCOUNTING CLASSIFICATION 2 3 301 132300 EC 51282 2151							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. Travel Order Posted by		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

UTS GENERATED FORM 1351-2, AUG 1997 (EG)

Continued on next page

Travel Claims During Mobilization Status, Continued

Sample UTS Travel Claim – Leave Taken

PRIVACY ACT STATEMENT	
AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.	
PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.	
ROUTINE USE(S): To substantiate claims for reimbursement for official travel.	
DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.	
PENALTY STATEMENT	
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729).	
INSTRUCTIONS	
ITEM 1 - PAYMENT Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your pre-designated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your pre-designated account. Should you elect to send more dollars than you are entitled, all of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.	ITEM 15. ITINERARY - SYMBOLS 15c. MEANS/MODE OF TRAVEL (Use two letters) GTR/TKT - T Automobile - A Government Transportation - G Motorcycle - M Commercial Transportation - C Bus - B (Own Expense) - C Plane - P Privately Owned - R Rail - R Convenience (POC) - P Vessel - V Alaska Ferry System - AF Change Status - CS
USCG TRAVEL PAYMENT STATUS AND DEBT/OVERPAYMENT COLLECTION - When Industrial Site accounting used - contact the accounting office that funded travel. - For all others - contact the CG Finance Center at 1-800-564-5504 and follow the prompts. For personal assistance and instructions for repayments or rescheduling of travel debts call (757) 523-6940. A Due Process debt notification letter with instructions will be sent to you. - If no payment status is indicated call HRSIC Travel at 1-888-USCG-TVL.	15d. REASON FOR STOP Authorized Delay - AD Change of Home Port - HP Awaiting Transportation - AT Leave En Route - LV Continuous OS Travel - CT Mission Complete - MC Designated Location - DL Pick Up Passengers - PP Drop Off Passengers - DP Pick Up Vehicle - PV Drop Off Vehicle - DV Sick Leave - SL Enroute Stop Over - ES Temporary Duty - TD House Hunting - HH Voluntary Return - VR
REQUIRED ATTACHMENTS FOR TRAVEL VOUCHER AUDIT SUBMISSIONS Claims will be audited based on a random sampling plan or because the net entitlement of the travel equaled or exceeded \$2,500.00. Assemble your claim as follows: 1. (Top) Travel Voucher, Continuation Page, and Daily Expense Record, DOD or UTS record. 2. Original of all travel orders and amendments, as applicable. 3. Dependent and/or other family member travel authorizations or claim documentation. 4. Required Receipts: Hotel/motel receipts and any item of expense claimed in the amount of \$75.00 or more. (Ticketless Travel records require a method of purchase statement). When directed, submit the above in an envelope addressed to HRSIC (TVL) marked "Audit".	15e. LODGING COST UTS requires the entry of the per-day (daily) cost of Lodging. Place and claim INCONUS lodging taxes in the reimbursable expense section.
29. REMARKS EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN Receipts Required: HOTEL RECEIPT(S) FOR TOPEKA ; KANSAS	ITEM 19 - DEDUCTIBLE MEALS Use the UTS "Exception" button to enter deductible meals. Meals consumed by a member when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4354-B for definition and deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

UTS GENERATED FORM 1351-2 (BACK), AUG 1997

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample UTS Travel Claim – Leave Taken

TRAVEL VOUCHER OR SUBVOUCHER										PAGE 3 OF 3 PAGES		
(Daily Expenses)												
4. NAME (Last, First, Middle Initial)												
PERFORMANCE, STELLA R												
Date	Day Type	Daily Lodging	Computed Meal Types			Claimed Meal Types			Actual Expenses Claimed			
			Br	Lu	Dn	Br	Lu	Dn	Br	Lu	Dn	Inc
11/01/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/02/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/03/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/04/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/05/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/06/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/07/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/08/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/09/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/10/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/11/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/12/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/13/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/14/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/15/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/16/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/17/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/18/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/19/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/20/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/21/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/22/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/23/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/24/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/25/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/26/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/27/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/28/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/29/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/30/2002	LDP	0.00	CM	CM	CM	CM	CM	CM				

Day Types
LDP = Lodging Plus, OB = OnBoard Ship, FD = Field Duty, SD = Sea Duty, LV = Leave, AE = Actual Expense, AELP = Actual Expense/Meals LDP
GRP = Group Travel, FLT = Flat Per Diem, RED = Reduced Per Diem, AF = Alaskan Ferry, NP = No Per Diem, SAE = 300 % AE, SAELP = 300 % AELP

Continued on next page

Travel Claims During Mobilization Status, Continued

Liquidation of Advance Funds

Advances are to be claimed for the same travel period as they are received.

Advance funds are recorded on the travel claim in the block entitled “Previous Government Payments/Advances” (Block 9 in UTS; block 10 for manual claims).

ONLY electronic deposit advances (HRSIC processed), or advances made in the form of traveler’s checks are to be reported on the travel claim. DO NOT report prior settlement payments or cash advances from credit cards.

If an advance of funds has been requested/processed through UTS for a specific TONO, it is already posted. DO NOT place this advance on a UTS settlement as the UTS system automatically applies this to the settlement and deducts from total reimbursable entitlement(s).

Special Procedures For Long-Term Mobilization Status

For members on long-term mobilization orders, who are entitled to per diem, it is beneficial to file a travel claim every 30 days. For a travel claim to be properly processed each 30 days, it is necessary that the orders be designated as Document Type 13 (Blanket TDY Orders) and not Document Type 11 (Standard TDY Orders) and submitted as a new claim each time.

The first travel claim under blanket orders should be filled out normally, except the traveler should request the additional Reserve Continued Lodging and the 25% per diem for the last day of the claim in block 18 (reimbursable expenses). See sample on page 11-39.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures For
Long-Term
Mobilization
Status**

Subsequent claims under blanket orders should be completed as follows:

- On the first line of block 15b, enter: “Continuation of Recall” with the location of the TDY site.
- In block 18, claim reimbursement for the additional 25% per diem for the first and last day of the claim.

Example: Claim was from 4/04/01 through 05/04/01.
Reservist would claim reimbursement for the additional
25% per diem for 04/04/01 and 05/04/01.

See sample on page 11-40.

For the last claim filed under the blanket orders, on the first line of block 15b, enter: “Continuation of Recall”. In block 18, request reimbursement for the additional 25% per diem for the first day of this claim. See sample on page 11-41.

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample Travel Claim – (Claim 1) Long Term Mobilization
Status with split TONOs

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.							
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D				5. GRADE E7		6. SSN 123456789		b. SUBVOUCHER NUMBER			
7. ADDRESS a. NUMBER AND STREET 444 SE QUINCY ST				b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66683		c. PAID BY	
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234				9. TRAVEL ORDER NUMBER 1302XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE					
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) Yes <input type="checkbox"/> No <input type="checkbox"/> (Explain in Remarks)							
15. ITINERARY											
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		f. POC MILES	
1/01		DEP TOPEKA, KS (SHAWNEE)		CP							
1/01		ARR MANHATTAN, NY (COUNTY)		TD				120.00		70	
1/09		DEP		CA							
1/09		ARR BOSTON, MA (COUNTY)		MC							
1/14		DEP		CA							
1/14		ARR MANHATTAN, NY (COUNTY)		TD				120.00			
1/31		DEP		CP							
1/31		ARR CONTINUATION OF RECALL		MC							
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR								</	

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample Travel Claim – (Claim 2) Long Term Mobilization
Status with split TONOs

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.													
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER									
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D				5. GRADE E7		6. SSN 123456789		c. PAID BY									
7. ADDRESS. a. NUMBER AND STREET 444 SE QUINCY ST				b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66683									
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234				9. TRAVEL ORDER NUMBER 1102XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE											
11. ORGANIZATION AND STATION CG HRSIC																	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE						13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)											
						14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)		d. COMPUTATIONS									
15. ITINERARY																	
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		f. POC MILES					
1/10		DEP MANHATTAN, NY (COUNTY)				CA											
1/10		ARR BOSTON, MA (COUNTY) - TAD						TD		159.00							
1/13		DEP WITHIN TAD UNDER SEP TONO				CA											
1/13		ARR MANHATTAN, NY (COUNTY) -						MC									
		DEP CONT UNDER SEP TONO															
		ARR															
		DEP															
		ARR															
		DEP															
		ARR															
		DEP															
		ARR															
		DEP															
		ARR															
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER												17. DURATION OF TDY TRAVEL		4. Dependent Travel			
18. REIMBURSABLE EXPENSES																	
a. DATE		b. NATURE OF EXPENSE				c. AMOUNT		d. ALLOWED									
1/10/02		25% PERDIEM				12.50		12.50									
1/13/02		25% PERDIEM				12.50		12.50									
1/13/02		LODGING TAX				69.96		69.96									
1/13/02		TONO-TONO LODGING				159.00		159.00		X							
1/13/02		RENTAL CAR				227.59		227.59									
1/13/02		RENTAL FUEL				27.00		27.00									
19. GOVERNMENT/DEDUCTIBLE MEALS																	
a. DATE		b. NO. OF MEALS				a. DATE		b. NO. OF MEALS									
20. a. CLAIMANT SIGNATURE												b. DATE		c. SUPERVISOR SIGNATURE		d. DATE	
21. a. APPROVING OFFICER SIGNATURE												b. DATE					
22. ACCOUNTING CLASSIFICATION This is an example of a manual claim for the second TAD taken while in a TAD status under a separate Tono.																	
23. COLLECTION DATA																	
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)				28. AMOUNT PAID							

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1
MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample Travel Claim – (Claim 3) Long Term Mobilization Status with split TONOs

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.							
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER _____ b. SUBVOUCHER NUMBER _____			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D				5. GRADE E7		6. SSN 123456789		c. PAID BY _____			
7. ADDRESS: a. NUMBER AND STREET b. CITY 444 SE QUINCY ST TOPEKA				c. STATE KS		d. ZIP CODE 66683					
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234		9. TRAVEL ORDER NUMBER 1302XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE							
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)							
15. ITINERARY											
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES						
2/01	DEP CONTINUATION OF RECALL	CP									
2/01	ARR MANHATTAN, NY (COUNTY)		TD	120.00							
2/10	DEP	CP									
2/10	ARR TOPEKA, KS (SHAWNEE)		LV								
2/18	DEP	CP									
2/18	ARR MANHATTAN, NY (COUNTY)		TD	120.00							
2/28	DEP	CP									
2/28	ARR TOPEKA, KS (SHAWNEE) END OF RECALL		MC								
ARR											
DEP											
ARR											
DEP											
ARR											
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER						17. DURATION OF TDY TRAVEL					
18. REIMBURSABLE EXPENSES						19. GOVERNMENT/DEDUCTIBLE MEALS					
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED			12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		(4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due			
2/01/02	25% PERDIEM	11.25	11.25								
2/10/02	LODGING	120.00	120.00								
2/28/02	LODGING TAX	250.80	250.80								
2/28/02	AIRFARE	275.00	275.00								
2/28/02	AIRFARE SVC FEE	35.00	35.00								
2/28/02	LAUNDRY (\$2*21 DAYS)	42.00	42.00								
				a. DATE		b. NO. OF MEALS		a. DATE			
20. a. CLAIMANT SIGNATURE				b. DATE		c. SUPERVISOR SIGNATURE					
21. a. APPROVING OFFICER SIGNATURE				b. DATE							
22. ACCOUNTING CLASSIFICATION Manual claim example showing cont of recall, how to annotate LV within claim, and end of recall. Mbr must show last day of work as 1st day of leave to be paid per diem for work day.											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID			

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures for
Overlapping
TDY Periods**

Mobilized members on temporary duty (TDY) may be issued a second set of TDY orders to another location. This results in overlapping TDY periods involving multiple TONO(s) and requires special procedures. Members with overlapping travel TONO's need to submit multiple travel claims.

Example:

A member has TDY orders for period 1/1/02 to 2/28/02 in New York City. The member has commercial lodging and messing.

The member is sent TDY to Boston from 1/10/02 to 1/13/02. The member is required to procure commercial lodging in Boston and maintain the lodging in New York City.

Upon completion of the Boston TDY period, the member returns to New York to complete the original TDY period.

This member will need to submit *3 separate travel claims* as detailed on the next page.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures for
Overlapping
TDY (cont'd)**

First Claim. The first claim will be submitted to cover the period 1/1/02 to 1/9/02. The claim should be submitted as Mission Complete (MC). The member needs to claim the additional 25 percent of M&IE for 1/9/02 as a Reimbursable item (under the Reimbursable Expenses Column in UTS, or in Block 18 of DD Form 1351).

Second Claim. The second claim will cover the TDY period to Boston and return trip to New York City. With the exception of the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2, this claim will be submitted as any other claim. In the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2, the member needs to claim the additional 25 percent M&IE for the first and last days of travel, in this case 1/10/02 and 1/13/02.

Third Claim. The third claim will be submitted for the period of TDY upon return to New York. The member will need to claim the additional 25 percent per diem for 1/14/02 in the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2. In addition, if the member is required to procure or maintain quarters at both locations, the member could be entitled to dual lodging. In this case, the member needs to claim the lodging costs for maintaining the New York quarters during the Boston TDY period as dual lodging in the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2. The member's TDY orders to New York will have to be amended to authorize dual lodging. The amendment to authorize dual lodging must be location and date specific.

Monthly Verification Procedures

Introduction	Mobilized members are required to review and validate their monthly Leave and Earnings Statement (LES). Units are required to validate a roster of mobilized members each month.
Validation of LES's	<p>Members have the responsibility to review their LES each month and report any discrepancies via the chain of command. The member <u>must</u> report any instance where:</p> <ul style="list-style-type: none">• The LES shows a pay entitlement to which the member is not entitled (under pages 11-7 through 11-15 of this chapter).• The member continues to be paid pay and allowances <u>after</u> being released from active duty. <p>Members who are overpaid pay and allowances will be required to repay such overpayments, plus interest. Any overpayments will be collected in lump sum from a member's final separation pay, and from future ADT or IDT earnings to which the member is entitled after release from active duty.</p>
Unit Verification of Mobilized Reservists	<p>Units shall maintain a monthly roster of recalled members to ensure those members are timely removed from a mobilization status and <u>not overpaid</u>.</p> <p>Units are sent a Unit Personnel Data Report from HRSIC monthly with their LES's. Units shall review this report to verify that demobilized members reflect as such on the report. Demobilized members should have a notation of RSV under the member's name. If RSV does not appear, this signifies that the member is still being paid as a mobilized member.</p> <p><u>Units shall report discrepancies to their servicing PERSRU immediately.</u></p>

Extension of Mobilization Orders

Introduction A mobilized member's orders may be extended by the ISC (pf).

Procedure If a member's orders are extended, the ISC (pf) shall notify the member and the servicing PERSRU.

The Servicing PERSRU shall record the extension in PMIS/JUMPS as follows:

If	Submit	Reference
Reservist is extended under Title 10 orders	Amend Reserve Expected Active Duty Termination Date (P191) transaction	Section 2-B-3, SDA-II User Manual
Reservist is released from Title 10 orders and <u>immediately</u> placed, under a different set of orders, on further active duty for a period of 140 days or greater	Report Additional Active Duty Authorized (P192) transaction. Be sure to show the <u>new</u> Reserve Duty Type Code in Element Code 76. Change BAH (P606) transaction. If the member will not be assigned government quarters, be sure the transaction shows a BAH Zip Code = zip code of the member's duty station locale (<u>not</u> the zip code of the member's principal place of residence). Change INCONUS COLA (P607) transaction. Be sure the transaction shows an INCONUS COLA Zip Code = zip code of the member's duty station locale (<u>not</u> the zip code of the member's principal place of residence).	Section 2-B-5, SDA-II User Manual Section 2-A-115, SDA-II User Manual Section 2-A-148, SDA-II User Manual
Reservist is released from Title 10 orders and <u>immediately</u> placed on active duty under a different set of orders for a period of less than 140 days	Follow the release from active duty procedures on page 11-52. Effective the date after release from active duty, prepare a Depart/Report ADT (R990) transaction to record the new period of active duty. Note: Since the new set of orders is for less than 140 days, the member will be entitled to BAH-II during these orders. The reservist continues to earn leave while on such further active duty, even if the follow-on active duty period is for less than 30 days. This is because the reservist has remained on consecutive active duty.	Section 2-B-33, SDA-II User Manual

The Demobilization Process

Introduction The demobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Release Site Per, [Chapter 6.C.1\(a\) of CG Manpower Mobilization Support Plan, COMDTINST M3061.1](#), recalled reservists shall be RELAD at the same site at which they were initially ordered to report. Exceptions may be granted on a '**case-by-case**' basis. ISC(pf)s shall be the approving level for these exceptions as requested by units.

If exceptions are approved, ISC(pf)s shall coordinate as required to **ensure** all actions are taken to have the mobilization unit/servicing PERSRU transfer member's "e-PDR" (D100 in SDA II) to the servicing PERSRU for the RELAD unit so all SDA steps are covered and RELAD/DD-214 occurs without problems.

Process This table describes the process.

When	Who does it	What Happens
Member is identified for demobilization	Mobilization Unit	Coordinates demobilization and transfer to unit from which the member was initially ordered to report (RELAD Unit) with ISC (pf) and PERSRU. <ul style="list-style-type: none">• Ensures member is physically qualified for demobilization.• Notifies PERSRU if the member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay. Coordinates repayment plan with CGMA headquarters if lump-sum deduction from member's final pay is not appropriate.
	Member	Completes Career Intentions Worksheet (CG HRSIC-2045) to denote desires concerning disposition of accrued leave. Forwards to Mobilization Unit Servicing PERSRU.
	Mobilization Unit (or servicing PERSRU if unit has limited administrative capabilities)	Records in Direct Access any medals/awards/competencies earned by the member while in a mobilization status.

Continued on next page

The Demobilization Process, Continued

Process (cont'd)

When	Who does it	What Happens
Upon receipt of Career Intentions Worksheet from member	PERSRU For Mobilization Unit	Inputs Statement of Intent in PeopleSoft. Note: Use Career Intentions Reason -- 'SELRES Deactivation'.
Member transfers to RELAD Unit		Forwards PERSRU PDR back to the PERSRU of the member's regularly assigned unit (RELAD Unit) and inputs SDA II D100 transaction.
At least 30 days prior to demobilization	Member	Updates mailing/e-mail address (and bank account information if changing) in Direct Access. [If access to the internet is unavailable, requests that PERSRU input mailing address/direct deposit information.]
At least 15 days prior to demobilization	PERSRU for RELAD Unit	Prepares, Personnel Data Information File (PDIF) and Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit for delivery to member.
Upon Receipt from PERSRU	Member, with assistance of Unit	Verifies information on PDIF (competencies, awards, etc.), and DD-214, notifies PERSRU of any discrepancies.
Date of release from active duty	RELAD Unit	Delivers the Certificate of Release or Discharge From Active Duty (DD-214) and instructions for filing the final travel claim to the member. Mails member's medical record back to member's regularly assigned unit.
Date of release from active duty	PERSRU for RELAD Unit	Transmits separation transactions as prescribed on pages 11-49 and 11-50.
Date of release from active duty	HRSIC (SES)	Processes final active duty payment to reservist. Collects CG Mutual Assistance debts if applicable.

Demobilization Checklist

Introduction This checklist provides a job aid to assist the unit in completing the necessary tasks required for separating a mobilized reservist from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

Checklist Action when releasing a reservist from active duty:

Step	Action	Date
1	Ensure member is physically qualified for release from active duty. A physical examination is required if one has not been done within the past 12 months. If one has been done within 12 months, a Health Screening Assessment (DD Form 2697) is required. Ensure all medical problems are documented in the member's health record, and that a line of duty determination is made if there is a medical problem. Ensure compliance with the Post-Deployment Health Assessment Program IAW ALCOAST 245/03	
2	Ensure member has notified PERSRU of desires concerning disposition of accrued leave via completion of a Career Intentions Worksheet (CG HRSIC-2045).	
3	Verify that member (and dependents) have the appropriate (reserve versus active duty) military ID card.	
4	Counsel member concerning transitional health-care benefits – see page 11-21 of this chapter. Ensure transitional health-care benefits are recorded in the DEERS database.	
5	Counsel member concerning civilian reemployment rights – see page 11-20 of this chapter.	
6	Counsel member that, if SGLI and/or Family SGLI coverage were automatically increased to the maximum upon mobilization, and the member does not desire continued maximum coverage after demobilization, the member must submit a new SGLV-8286 / 8286A to elect reduced Member / Spouse SGLI coverage. Forward completed SGLV form(s) to PERSRU for Direct-Access data entry.	
7	Ensure that any medals/awards, competencies and school completions earned by the member are recorded in Direct Access.	
8	If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602)	
9	Advise member to update mailing address and direct deposit information in Direct Access if they are changing. If member does not have access to the system, supply address and direct deposit information to PERSRU for data entry.	
10	Ensure member has instructions for filing final travel claim.	
11	Ensure member does not have pending UCMJ action.	
12	Conduct appropriate security debriefing. (i.e. Vehicle / Access Passes)	
13	Ensure that PERSRU is notified if member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay.	
14	Ensure supporting CDA/ESO provide all Reservists being RELAD with copy of CG Education Quick Reference Guide (http://www.uscg.mil/d7/d7dcmc/matrix.htm)	
15	Deliver DD-214 to member.	

Medical Readiness

Introduction	<p>There are two situations that may arise near the conclusion of a member's mobilization status:</p> <ol style="list-style-type: none">1. A member may be physically fit for military duty, but require further medical evaluation or treatment prior to release from active duty.2. A member may be found not physically qualified for separation or retention and not physically qualified for military duty.
Reference	<p>(a) Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (series), available on line at http://www.uscg.mil/hq/reserve/pubs/rpm.pdf</p> <p>(b) COMDT COGARD WASHINGTON DC//G-W// 221950Z MAY 03/ALCOST 245/03</p>
Post-Deployment Health Assessment	<p>Per reference (b), all reservists called to active duty for 30 days or longer in support of any CG operation will have Post-Deployment Health Assessment (PDHA) accomplished at the time of redeployment/RELAD. Directed requirements contained in the PDHA program include:</p> <ol style="list-style-type: none">A. Completion of the four-page, revised DD form 2796 Post-Deployment Questionnaire.B. A face-to-face health assessment with a trained health care provider.C. A blood sample from all redeploying personnel.D. A quality assurance program to ensure compliance.
Process	<p>A member on active duty orders of 31 days or more who incurs or aggravates an injury, illness or disease in the line of duty shall not be released from active duty without his or her consent. He or she shall be extended on active duty pending resolution of a medical condition or pending completion of the physical evaluation board process.</p> <p>Members who consent to be retained on active duty shall be continued under their original Title 10 orders. If the member's Title 10 orders are due to expire, the PERSRU shall extend such orders by preparing an Amend Reserve Expected Active Duty Termination Date (P191) transaction in accordance with section 2-B-3, SDA-II User Manual.</p> <p>Members who do <u>not</u> consent to be retained on active duty shall be issued a Notice of Eligibility (NOE) for medical benefits upon release from active duty, and if eligible, shall be entitled to incapacitation pay as outlined in the Reserve Policy Manual.</p>

PERSRU Demobilization Procedures

Introduction The below checklist is provided as a job aid to assist the PERSRU in completing the necessary transactions to release a member from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

Checklist Transactions required to release a mobilized member (including a recalled retiree) are listed below.

Note: Only the last transaction (DD-214) is required for a member who was mobilized under 14 U.S.C. 712.

Step	Action / Transaction	Reference
1	<p>Statement of Intent (SOI) transaction shall be submitted in PeopleSoft prior to demobilization. Use Career Intentions Reason -- 'SELRES Deactivation'</p> <p>Be sure that the SOI shows any leave being sold.</p> <p>Note: Leave sold by a member that was mobilized under 10 U.S.C. 12302 is not subject to the 60 day career maximum.</p> <p>If notification of demobilization is received late, and is within 20 days of the member's release date, in addition to submitting an electronic SOI, an E-Mail SOI will ALSO need to be submitted as prescribed in Exhibit 3-B-1, page 3-B-9, PPPM</p>	ALPERSRUs AD/02 and P/03
2	<p><u>Release From Active Duty</u> transaction.</p> <p>Be sure the transaction shows:</p> <ul style="list-style-type: none">• Effective Departure Date = date member departs unit (last day of active duty if member is taking no terminal leave)• Reporting Unit OPFAC = OPFAC (see below for criteria)<ul style="list-style-type: none">• SELRES use unit OPFAC to which the member will be assigned as a drilling member; RELAD to IRR use 87400• RET-1 status use 71237 with an E-mail to HRSIC-RAS.• RET-2 status use 87400 and e-mail to HRSIC-RAS . The correct OPFAC (87600) for RET-2 cannot be entered at the PERSRU level.• Separation Program Designator = LBK (completion of required active service)• Reenlistment Code = RE1 (recommended for reenlistment)• Date Released From Active Duty (Element Code 60) = last day of active duty• Reason = 62 (due to fulfillment of active service obligation)	Section 8-B, SDA-II Manual and E-Mail ALPERSRU W/02

Continued on next page

PERSRU Demobilization Procedures, Continued

Step	Action / Transaction	Reference
2	<p><u>Release From Active Duty</u> transaction (<i>continued</i>)</p> <ul style="list-style-type: none"> • Element Codes 90 & 93 = number of days lump sum leave selling • Terminal Leave = number of days leave taking in connection with separation • Reserve Training/Pay Category (Element Code 78) = training/pay category member was assigned to before being mobilized (Note: If member will be assigned to the IRR, ISL, or other non-pay status use pay category "H"). <p>Reminder: Members with a remaining SELRES drill obligation may not be assigned to the IRR or ISL.</p>	
3	<p><u>Certificate of Release or Discharge From Active Duty (DD Form 214).</u> A DD-214 shall be issued to all members upon completion of a period of mobilization. (However, if a member is being <u>immediately</u> ordered to further active duty upon demobilization, the DD-214 shall <u>not</u> be issued until the end of that additional active duty, i.e., when the member is <u>separated</u>.)</p> <p>Block 18 (Remarks) of the DD Form 214 shall be annotated to include the following information:</p> <ul style="list-style-type: none"> • That the member was recalled under Title 10 and participated in a contingency operation and the title(s) of operations the member participated in (e.g "Operation Enduring Freedom") • The member's duty location(s) while on active duty • The dates, if any, of service in a designated imminent danger pay area • All medals/awards received by the member while on active duty • Total cumulative career active duty service for retirement. <p>Note: If the member has 18 or more years, contact CGPC (rpm) prior to separating the member.</p>	COMDTINST M1900.4 (series)
4	<u>Member Competencies.</u> Input any competencies, awards or school completions earned by the member in Direct Access.	Chap 4-C PPPM
5	<u>SGLI and Family Member SGLI Elections:</u> The member may wish to decrease or elect no SGLI coverage upon RELAD, ensure new elections are entered in Direct-Access.	SGLV Form 8286 and/or 8286A